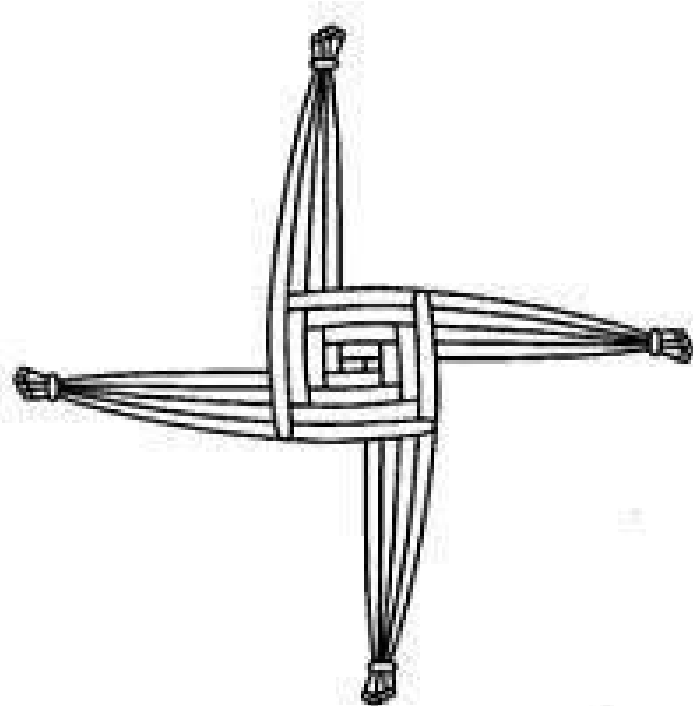




Admission Policy of St. Brigid's J.N.S.

School Address: Brookfield, Tallaght, Dublin 24

Roll number: 197820

School Patron/s: Catholic Archbishop of Dublin

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on (date). It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Brigid's J.N.S. admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned. This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

St Brigid's J.N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Dublin.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St Brigid's J.N.S. shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

The role of St Brigid's school is to provide a safe, caring environment where students can develop a sense of independence, responsibility and confidence to enable them to achieve their fullest potential. It is a place where literacy is valued and students are inspired to become lifelong learners.

Over the years the Principal, the Board of Management, the whole school staff, pupils and parents/guardians have worked together to create a positive and caring ethos. This caring

ethos permeates all teaching and learning situations as well as all staff relations. It contributes to the formation of strong and healthy relations throughout the whole school community.

3. Admission Statement

St Brigid's J.N.S. will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St Brigid's JNS will co-operate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

St Brigid's JNS will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

All denominational schools

St Brigid's J.N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Schools with special education class(es)

St Brigid's J.N.S. is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the school/special class

St Brigid's J.N.S. with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with autism. See Appendix.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) A child enrolling in St. Brigid's J.N.S must have reached the age of 4 years on or before date of commencement
- b) To enrol, a child must be appropriate for placement in classes from Junior Infants to second class or for placement in class for pupils on the autistic continuum
- c) For the safety of all students and staff, parents will be required to sign to confirm that they have read and agreed to the Code of Behaviour (section 23(4) of the Education (Welfare) Act 2000)
- d) If the school is oversubscribed (please see section 6 below for further details)

St Brigid's J.N.S is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proven that the refusal is essential to maintain the ethos of the school.

The special class attached to St Brigid's J.N.S. provides an education exclusively for students with Autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription

St Brigid's JNS is full once enrolment has reached 228 (mainstream: 18 – Infants/First and Second - 20) plus 6 (ASD class) = 234 pupils. In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

The number of places available will be decided in line with current guidelines for class size in a DEIS Band 1 school. In the event of the number of applications exceeding the number of places available, the Board will base its decision on whether to enrol a child on the basis of:

- A) Applicants who have siblings enrolled in St Brigid's J.N.S. or St Aidan's S.N.S. including step siblings or foster siblings resident at the same address and all children who live within St Aidan's parish boundaries are entitled to a place if there are vacancies
- B) Children of current staff
- C) All children who apply to the school and are not residents within the parish boundaries but are living in adjoining parishes to St Aidan's parish are entitled to a place in the school if there are vacancies in the school

- D) All children who apply to the school and are not residents within the parish boundaries are entitled to a place in the school if there are vacancies in the school after the group at A-C have been allocated places

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Taking into account the above criteria and where the number of applications for enrolment still exceeds the number of available places the oldest child will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent person present.

Criteria for Enrolment in A.S.D. Class

Subject to sufficient places being made available in the ASD class, the criteria for enrolment to the ASD class, incorporating the Dept. of Education and H.S.E. policies are as follows:

1. An Application Form provided by the school should be fully completed by the parents/guardians on behalf of the child;
2. This Application Form should be accompanied by an original birth certificate and all other Supporting Documentation as referred to in the section “Procedure for Enrolment”;
3. A recent psychological assessment (dated within **24 months** of the closing date for applications to enrol) which may include a report from a member of a multi-disciplinary team should be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. Please note all reports in operation on a child should be provided to the school for assessment by the Admissions Team (See Appendix)

7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student’s prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student’s prior attendance at—
 - (I) an early intervention class, or
 - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;

- (c) a student's academic ability, skills or aptitude;
(other than in relation to:
- admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned)
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than siblings of a student attending or having attended
- (g) the school as per Enrolment Criteria.
- (h) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to St Brigid's J.N.S. will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the

student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St Brigid's J.N.S., you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by St Brigid's J.N.S. where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;

(iii) the date on which an offer of admission was accepted by an applicant;

(iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St Brigid's J.N.S. were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St Brigid's J.N.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Applications must be made using an application form available from the school. Parents / Guardians are asked to return the fully completed form with a copy of a birth certificate. Pupils may transfer to the school at any time, subject to school policy and the availability of a place.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

Applications must be made using an application form available from the school. Parents / Guardians are asked to return the fully completed form with a copy of a birth certificate. Pupils may transfer to the school at any time, subject to school policy and the availability of a place.

16. Declaration in relation to the non-charging of fees

This rule applies to all schools.

The board of St Brigid's J.N.S. or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998. The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

19. St Brigid's JNS will co-operate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

St Brigid's JNS will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

This policy was ratified by the Board of Management on 6th December 2022 following changes made.

This Policy was approved by the Patron on 18th January 2023.

Signed: _____ Chairperson

Appendix

Admissions Policy for ASD Class

Introduction

This policy is set out in accordance with the provisions of the Education Act, 1998. The Board of Management trusts that by so doing, parents will be assisted in relation to enrolment matters. Furthermore, the Board of Management and the Principal will be happy to clarify any further matters arising from the policy.

St Brigid's J.N.S is a national school which operates under the patronage of the Catholic Church, Dublin Dioceses. We are a mainstream co-educational national school with one ASD (Autistic Spectrum Disorder) class.

Context of St Brigid's J.N.S. and our ASD Class

The decision to provide a special class for children with a definite diagnosis of Autistic Spectrum Disorder was taken in March 2020.

The decision was taken with a view to providing an education in a mainstream setting for children who have an Autistic Spectrum Disorder, who fulfil the enrolment criteria and for whom a place may be made available.

The decision to provide an ASD class in our school was taken primarily to cater for children resident in the Parish of Brookfield, Tallaght. Students in the ASD class will be integrated with mainstream school activities in our school where appropriate.

The class has a maximum of six children. Places will be allocated by the ASD Admissions Team to a maximum of 6 children per class, on condition that the necessary resources are provided, and continue to be provided, by the National Council for Special Education (NCSE), the Health and Service Executive (HSE) and the Department of Education and Skills (DES).

The number of admissions depends on the number of places available, which may vary from year to year. July provision will not be offered or met by the school.

Our Mission

The role of St Brigid's school is to provide a safe, caring environment where students can develop a sense of independence, responsibility and confidence to enable them to achieve their fullest potential. It is a place where students are valued and inspired to become lifelong learners.

Over the years the Principal, the Board of Management, the whole school staff, pupils and parents/guardians have worked together to create a positive and caring ethos. This caring ethos permeates all teaching and learning situations as well as all staff relations. It contributes to the formation of strong and healthy relations throughout the whole school community.

After a period of time observing, assessing and interacting with the child, an Individual Education Plan (IEP) will be developed in consultation with parents and relevant professionals. This will be reviewed on an ongoing basis and will highlight priority-learning needs. These needs will be targeted through the provision of a broad and balanced curriculum.

Our Aim

Our ASD class aims to offer an autism specific learning environment within a mainstream co-educational national school. This setting facilitates optimum inclusion as part of the school community with access to mainstream activities as appropriate.

Criteria for Enrolment in A.S.D. Class

Subject to sufficient places being made available in the ASD class, the criteria for enrolment to the ASD class, incorporating the Dept. of Education and H.S.E. policies are as follows:

1. An Application Form provided by the school should be fully completed by the parents/guardians on behalf of the child;
2. This Application Form should be accompanied by an original birth certificate and all other Supporting Documentation as referred to in the section "Procedure for Enrolment";
3. A recent psychological assessment (dated within **24 months** of the closing date for applications to enrol) which may include a report from a member of a multi-disciplinary team should be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. Please note all reports in operation on a child should be provided to the school for assessment by the Admissions Team.
4. Report from the child's current educational setting.
5. The child must have a primary diagnosis of Autism / Autistic Spectrum Disorder without significant intellectual impairment made using the DSM-V or ICD 10 or equivalent by the psychologist or a member of the Multi-Disciplinary Team. If the child also presents with a general learning disability, it must fall within the mild range. This diagnosis must also be made using a professionally recognised clinical and psychological assessment procedure, completed by a psychologist registered with a relevant Irish governing body and include a cognitive assessment.

6. A demonstration of an understanding of complexity of the child's overall level of need/s evidenced in the professional reports
7. The psychological report must have a recommendation that a special class placement in a mainstream school is both necessary and suitable for the child;
8. All children must be 5yrs of age on or before the 31st December of the incoming school year and eight or turning nine during their last academic year (2nd class). It will be deemed compulsory that the year the student turns nine (2nd class) will be the last year in St Brigid's J.N.S. ASD class. The onus will be on the parents and the NCSE to find an appropriate setting after that. St Brigid's J.N.S. will facilitate this process by transferring all records and reports.
9. A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.
10. The parents of the child must accept and agree to the school's Code of Behaviour and the terms of this policy.
11. An observation appointment of the child in the school may be organised before the closing date for applications.
12. An Acceptance Form as issued by the school must be returned to the school within the required time period.

The withholding of reports and pertinent information from the school Admissions Team will invalidate an Enrolment Application at any time.

Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available.

Support by Outside Agencies

Parents please note: support by outside agencies such as the H.S.E. will not be provided.

Children who require speech therapy, occupational therapy, physiotherapy, etc., will be dependent on the local H.S.E. services *Chamber House Services Tallaght*. The school does not have the resources to follow up on these services and it is up to the parents/guardians to ensure that all possible services are being availed of.

Admissions Team

Each application will be considered by the Admissions Team. The team will include the School Principal, the SEN co-ordinator and the special class teacher. A recommendation will

be made by the Admissions Team in relation to each application to the Board of Management of the school. Decisions in relation to applications for enrolment are made by the Board of Management.

Deciding Enrolment

Application Procedure for Enrolment

Enrolment Applications for the 2023/2024 school year will be accepted from 12th October 2022. The closing date for the submission of enrolment applications is the 28th February 2023.

Requests for application to enrol forms and queries regarding supporting documentation should be made to:

Maeve Cloke,
St Brigid's J.N.S.
Brookfield
Tallaght

secretary@stbrigidsbrookfield.ie

Receipt of acknowledgement of an application to enrol by the school does not constitute an offer of a place nor does it guarantee a place in the school. It is simply the recording of an application for admission to our school. Decisions in relation to applications for enrolment are made by the Admissions Team in accordance with our enrolment policy and approved by the Board of Management.

The Enrolment Application must be accompanied by **all** of the following supporting documentation supplied by parents:

1. An original Birth Certificate (together with a photocopy)
2. **Two** of the following original documents, as proof of address
 1. ESB Bill
 2. Gas Bill
 3. Telephone Bill
3. **A Diagnosis from a psychiatrist or psychologist registered with a relevant Irish governing body, that has assessed and classified the child as having autism or autistic spectrum disorder according to DSM-V or ICD 10 criteria or equivalent and a recommendation for a placement in a special class within a mainstream school. Psychologist's report must be dated within the 24 month period from the time the application is made and should include a cognitive assessment.**

NB If the school does not receive this documentation with the Application Form, the application will not be processed or considered by the school. It is the responsibility of the parent(s)/guardian(s) to ensure that all supporting documentation is correct and is received by the school.

Where the number of children who apply is greater than the number of places available in the ASD class.

In the event that the number of children meeting the criteria exceeds the number of places available priority will be given as follows:

- A) Applicants already enrolled in the school.***
- B) Applicants who have siblings enrolled in St Brigid's J.N.S. or St Aidan's S.N.S. including step siblings or foster siblings resident at the same address***
- C) Catchment – All children who live within St Aidan's parish boundaries***
- D) All children who apply to the school and are not residents within the parish boundaries but are living in adjoining parishes to St Aidan's parish are entitled to a place in the class if there are vacancies in the class after the group at A-C have been allocated places***
- E) All children who apply and are not residents within the parish boundaries are entitled to a place if there are vacancies after the group at A-D have been allocated places***
- F) The above categories A-E will be worked through in sequence. If the number of applications for places within these categories exceeds the number of places available, places will be assigned by age - the oldest child first.***

All unsuccessful applicants complying with the stated criteria for entry into the ASD class as outlined in this policy will be placed on a waiting list for the duration of the school year finishing June 2023 in accordance with the above criteria for places that may become available. These applications are not valid for the year 2023/2024. Parents/Guardians must reapply for the following year if they were unsuccessful after the waiting list is dissolved.

Unsuccessful applicants will be informed in writing or by email of their place on the waiting list.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998 within 42 days from the date of the decision by the Board of Management.

Return of Forms of Acceptance

Letters of offer for places in the ASD class will be sent within two weeks of the final closing date for applications. Parents or Guardians must return the acceptance letter within two weeks of offer. Parents/Guardians must come to the school following an appointment phone call or email to fill out an enrolment form and NCSE notifications. All enrolment forms must be accompanied by a signed acceptance of the School Code of Behaviour in accordance with Section 24(4) of the Education Welfare Act 2000. If the school does not

receive the acceptance form within a two week period, the place will be offered to the next child on the waiting list for that school year.

Late Applications

Applications for places in the ASD class made after 28th February 2023 will be dated as received and children complying with criteria will be placed on a waiting list once all available places have been filled.

Post Acceptance

Once a parent/guardian has made an application to the school for a place in the ASD class on behalf of a child, the Principal will undertake to communicate to the parent/guardian the decision of the Board of Management as soon as possible or within two weeks after the closing date for applications. The decision should be communicated to the parents in writing.

1. The parents of a child being offered a place in the ASD class will be invited to visit the school to meet with a member of the Special Ed. Team and the Principal of the School.
2. The parents will fill in the relevant enrolment forms for the ASD class- this place is then subject to Confirmation from the S.E.N.O to the school that the child meets the criteria for placement in a special class within a mainstream school.
3. The parents may be requested by the school to consent to a further visit by the staff to a child's pre-school/ school/home setting to observe the child.
4. The parents / guardians will be invited on another occasion to come with their child to the class to meet with staff and see the classroom.
5. After placement in the class a relevant Individual Education Plan will be provided for the child. This plan will have an input from all parties involved with the education of the child. The S.E.N.O. (Special Education Needs Officer) will also be made aware of the plan.
6. The plan will be updated on a regular basis by staff.
7. A child may be phased in gradually to the special class through a mutually agreed process between the school and the parents of the child. It is important that every child gets the best possible start in the class. In order to achieve this, the duration of the child's day may vary depending on their needs.
8. Each child in the ASD class may be assigned to an age appropriate mainstream class for integration purposes according to what is practicable and in the child's best interest.

Monitoring and Review

The school will review the child's progress regularly throughout the year to determine whether this is indeed an appropriate school placement for the child.

Behaviour

It is accepted that children with special educational needs may display difficult, defiant or oppositional behaviours. All efforts will be made by the school to manage such behaviour using various strategies and through the implementation of the child's Individual Education Plan. All pupils including those with special needs are subject to the School Code of Behaviour and Health & Safety Statement. Where a child's behaviour impacts in a negative way on the other children in the ASD class or another mainstream class to the extent that their constitutional right to an education is being interfered with as judged by the Board of Management of the School, the school reserves the right to advise parents that a more suitable setting should be found for their child. The Board of Management reserves the right to suspend or expel a child if they contravene the Code of Behaviour.

All decisions regarding enrolment, refusal to enrol, application of sanctions up to possible exclusion remain the preserve of the Board of Management. Parents have the right to appeal decisions of the Board in the first instance to the Board of Management and secondly through the provisions of Section 29 as provided in the Education Act 1998 and amendments.

This policy is subject to annual review by the Board of Management

This Policy was ratified by the Board of Management on 18/6/2025

Signed: _____ Chairperson